MILPERSMAN 1306-1718

AVAILABILITY PROCESSING – SUBMISSIONS

Responsible Office	NAVPERSCOM (PERS-40A3)	Phone:	DSN	874-3553
			COM	(901) 874-3553
			FAX	874-2647
	NAVPERSCOM (PERS-4013C)		DSN	
			COM	(901) 873-5172
			FAX	873-5253
	NAVPERSCOM (PERS-49)		DSN	882-4469
			COM	(901) 874-4469
			FAX	874-2909

References	(a) Diary Message Reporting System Users' Manual (DMRSMAN)

1. **Policy**. An availability report is the communication to the assignment control authority (ACA) that an individual requires assignment/reassignment. In that the ACA is not the same for all personnel, it is **critical** that local commands transmit the availability to the proper ACA.

2. **Submission Methods for Availability Reports**

     a. For activities using the Navy Standard Integrated Personnel System (NSIPS), all availabilities will be submitted using NSIPS. For activities **not** on NSIPS, submit all availability reports to

          Navy Personnel Command (NAVPERSCOM)
          Personnel Readiness Section (PERS-4013C),
          PLAD: COMNAVPERSCOM MILLINGTON TN//DIARY//

per reporting procedures outlined in reference (a), section 2, using the formats in section 15.

     b. The following exceptions apply:

          (1) Class "F" (accessions) and Class "D" Code "DZ" availabilities. Submit via naval message per MILPERSMAN 1306-1716.

          (2) Class "D" Code "DG" availabilities. Submit via naval message to NAVPERSCOM, Nuclear Power/Submarine Assignment Branch (PERS-403F).

(3) Full Time Support (FTS) availability reports. Submit all FTS availability reports to Navy Personnel Command (NAVPERSCOM), Full Time Support Division (PERS-4012).

(4) Active Duty for Special Work (ADSW). **Do not submit** availability reports on ADSW personnel. Contact NAVPERSCOM, Reserve Augmentation Division, ADSW Liaison (PERS-46), for further information.

(5) Members in receipt of orders or in a temporary duty under instruction (TEMDUINS) status under orders with an ultimate (follow on) duty assignment.

(a) If a member in this category becomes available, availability report **must** be submitted via naval message to the appropriate ACA.

(b) If member is a travel status (accounting category code (ACC) 400), member **must** be reported on board for **duty** prior to availability submission.

3. **Transmission Methods for Availability Reports**

a. The **primary means** of transmitting availability reports are Diary Message Reporting System (DMRS) and NSIPS.

b. Listed below are **alternative means** for transmitting availability reports to the appropriate ACAs. These alternate means should be used for certain class availabilities or when use of primary method(s) is not possible or will not meet specific criteria of availability report.

ACA *Naval Message	Facsimile (FAX)	Letter	E-Mail
NAVPERSCOM (PERS-40A3) Info (PERS-452C) NAVPERSCOM (PERS-4013C)	DSN 882-2647 COM (901) 874-2647 Verify receipt: DSN 882-3539 COM (901) 874-3539 COM (901) 873-5172	5720 Integrity Drive Millington, TN 38055	pers40a3@ persnet.navy.mil
NAVPERSCOM (PERS-4012)	DSN 882-3112 COM (901) 874-3271 Verify receipt: DSN 882-3112 COM (901) 874-3271	5720 Integrity Drive Millington, TN 38055	pers4012@persnet.navy. mil

*Ensure proper PLAD is utilized.